

RECORDS RETENTION SCHEDULE

GC 28199

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Department of Corrections and Rehabilitation		(2) AGENCY BILLING CODE 16895		(3) PAGE 1 OF 4 PAGES	
(4) DIVISION/ BRANCH/ SECTION Office of Victim and Survivor Rights and Services		(5) ADDRESS P.O. Box 942883, Sacramento, CA 94283-0001 (400 'Q' Street, Suite W6680, Sacramento, CA 95811)			
CHECK THE APPROPRIATE BOX					
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]					
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER 16895	(10) SCHEDULE DATE 2/19/08	(11) NUMBER OF PAGES 3	(12) CUBIC FEET (Total Schedule) 206
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER 16895	(14) APPROVAL NUMBER 04-123	(15) APPROVAL DATE (S) 10/13/04	(16) PAGE NUMBER(S) REVISED – ALL
(17) MISSION/FUNCTIONAL STATEMENT: The Mission of the Office of Victim Services/Restitution is to provide comprehensive services to the crime victims of inmates and parolees currently under the supervision of CDCR.					
PART I – AGENCY STATEMENTS					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.					
(18) SIGNATURE - MANAGER-RESPONSIBLE FOR THE RECORDS <i>S. Menefee</i>		(19) TITLE Sandi Menefee Assistant Secretary		(20) PHONE NUMBER (916) 323-4185	(21) DATE, SIGNED 2/19/08
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE- RECORDS MGMT. ANALYST <i>Shannon Arrieta</i>		(23) CLASSIFICATION Staff Services Analyst		(24) NAME (Printed or Typed) Shannon Arrieta	(25) PHONE NUMBER (916) 323-4095
(26) DATE SIGNED 2-19-08					
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE –CalRIM CONSULTANT <i>Janet C. Sanchez</i>		(28) APPROVAL NUMBER 08-063		(29) DATE SIGNED 2/26/2008	(30) EXPIRATION DATE 2/26/2013
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)					
THE ATTACHED RECORDS RETENTION SCHEDULE:					
(31) <input checked="" type="checkbox"/> Contains no material subject to further review by the California State Archives					
(32) <input type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Sydney Bailey, Archivist</i>				(34) DATE SIGNED 3/10/08	



ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		

			<u>PROGRAM MANAGEMENT RECORDS</u>								
1	20		Restitution Files	P		A+7			A+7	XI	Retain as active until completion, then retain in office for 7 years.
2	154		Victim Files	P M		A+3		4	A+7	XI	Retain as active + 7 years (3 years in office. 4 years at SRC).
3	1		Victim Services/Restitution Information System (VSRIS) Database system which maintains Inmate/Victim records.	E		A			A		Retain in database system
			<u>ADMINISTRATIVE MANAGEMENT RECORDS</u>								
4			Attendance	P		2Y			2Y	XI	Retain in office for two years.
5	8		Budgets	P		2Y			2Y		Retain in office for two years.
6	1		Contracts	P		A+2Y			A+2Y		Retain as active until contract end, and then retain two years in office.
7	3		Correspondence: Controlled	P		3Y			3Y		Retain in office for three years.
8			Electronic Information Includes transitory messages (E-Mail) or electronic documents printed and stored to paper if document retention is necessary. Note: Data stored electronically must comply with the paper record topic's Records Retention Schedule.	M		A			A		Retain as active until transmitted or completed.
9	5		Interview Documents	P		2Y			2Y	XI	Retain in office for two years.
10	5		Policies and Procedures	P		C			C		Retain as current until superseded.

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
11	8		Supervisor's File	P		A+1			A+1	XI	Retain as active until the employee transfers or terminates employment from the office, then retain one year in the office.
12	1		Records Management Record reports and inactive Records Management	P		A+2			A+2		Retain as active until the report is completed or inactive records remain in storage, then retain for two years in office.
			Item # 11-Reports, Studies & Statistics deleted- Office no longer maintains such files.								

Media: (Column 41) P – Paper; M – Magnetic or electronic (computer hard drives, computer tapes or disks, or word processing disks).

Disclosure Restrictions: (Column 47)

X: Exempt from public review per the Public Records Act, Government Code Section 6254.

XI: Subject individual may have the right to review per the Information Practices Act, Civil code Section 1798.24, unless exempt under Section 1798.40.

Destruction: Non-confidential: Recycle. Confidential or exempt (Column 47): Shred.

Historical: (Column 39) Transfer to the State Archives. Do not destroy.

008-063

SCHEDULE # 16895

EM	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

13.			<u>Records Management</u>								
			STD Form 70, Records Inventory Worksheet	P		Current			Current		Retain as current until next inventory, or when no longer needed for reference or analysis, whichever is later.
14.			STD Form 71, Records Transfer List	P		Current			Current		Retain as current until all records have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed whichever is later.
15.	1		STD Form 73, Records Retention Schedule	P		Current			Current		Retain as current until revised. NOTE: Although revision is required every five years from date approved by CalRIM, records retention schedules that are not revised remain in effect but are considered non-current.
16.			Authorization for Records Destruction (Computer Printouts)			4			4		Retain for two years from date destruction is authorized. Then retain two additional years or until audited, whichever occurs first (maximum of four years).
			Electronic Mail								
17.			A. E-mail that are categorized as official records are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter contained within the new e-message. If there is no entry that resembles or matches the subject matter of the e-message, the "record" should be added to the schedule as a separate series (separate item number).	M		*	*	*	*		*E-mail communications that have "official records status" are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter of the e-communication in question.
			B. Transitory e-Mail consists of electronic messages that are created primarily for the communication of informal information as opposed to the perpetuation or formalization of knowledge.	M		90 days			90 days		Destroy transitory e-communications when they have served their purpose.